

**TUCSON POLICE
DEPARTMENT
GENERAL ORDERS**



**VOLUME 1
GENERAL DEPARTMENT ORDERS**

Revised: May 27, 2010

1100 DEPARTMENT ORGANIZATION
Issued May 2001

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1110 GENERAL

1111 Jurisdiction [CALEA 2.1.1]

The Tucson Police Department is responsible for providing all law enforcement services within the incorporated municipal limits of the City of Tucson.

1112 Authority of Peace Officers [CALEA 1.2.1]

Sworn members of the Tucson Police Department are commissioned as peace officers by the Arizona Peace Officers Standards and Training (AZPOST) Board. This authority is valid throughout the State of Arizona at all times and locations as per ARS §13-3871.

1112.1 Authority of Non-Sworn Members over Sworn Members

Regardless of job assignment, non-sworn members shall not have authority over sworn members in matters involving the exercise or review of police powers.

1113 Oath of Office Required [CALEA 1.1.1]

All sworn members of the Tucson Police Department shall take, and subsequently abide by, an oath of office as prescribed by Arizona State law under ARS §38-231 upon completion of their basic training and awarding of their credentials.

1120 MISSION STATEMENT [CALEA 12.2.1 a]

The mission of the Tucson Police Department is to serve the public in partnership with our community, to protect life and property, prevent crime, and resolve problems.

1121 Goals [CALEA 15.2.1, 15.2.2]

The Department shall adopt a strategic plan for the agency. The strategic plan will set goals and objectives for the agency to attain over next five years. Annual updating of written goals and objectives shall occur on an annual basis for each organizational component. Performance measures will be established to provide measurement of progress toward the goals and objectives, as well as to establish measures for budgetary expenditures. Performance measures will be reviewed annually during the budget process and the strategic plan and performance measures will be published and made available to all members.

1130 ORGANIZATION STRUCTURE [CALEA 11.1.1]

The Tucson Police Department is organized with an Office of the Chief of Police and four Bureaus as described below.

**TUCSON POLICE
DEPARTMENT
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1100 DEPARTMENT ORGANIZATION
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1131 Office of the Chief of Police

1131.1 Deputy Chief

- CALEA/Audit
- Office of Internal Affairs

1131.2 Chief of Staff

- Honor Guard
- Department Historian
- Executive Officer
 - Research and Analysis Unit
 - Public Information Office

1131.3 Legal Advisors

1132 Investigative Services Bureau

1132.1 Crimes Against Persons Division

- **Violent Crimes Section**
 - Aggravated Assault
 - Homicide
 - Cold Case Unit
 - Night Detectives
 - Robbery
- **Family/Sex Crimes Section**
 - Adult Sexual Assault
 - Child Sexual Assault
 - Dependent Child Unit
 - Domestic Violence
 - Sex Offender Registration Team (SORT)
 - Internet Crimes Against Children (ICAC)
 - Missing Juveniles
 - Runaways

1132.2 Special Investigations Division

- **Street Crimes Section**
 - Home Invasion
 - Kidnappings
 - Missing Adults
 - Organized Crime
 - Arson
 - Guns

**TUCSON POLICE
DEPARTMENT
GENERAL ORDERS**



**VOLUME 1
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Issued May 2001

- Intelligence
- Street Crime Interdiction

- **Gang Interdiction Section**
 - Gang Investigations
 - Gang Outreach
 - (2) Gang Tactical

1132.3 Forensics Division

- Crime Laboratory Section
- Evidence Section
 - Impound Lot
- Identification Section

1132.4 Counter Narcotic Alliance

- Financial/UDAs (ICE)
- Transportation (DEA)
- Mid-Level/Transportation (DPS)
- Tech Support/Intel (PCSO)
- Public Corruption/Narco Terrorism (FBI)
- Community Action (TPD)

1132.5 Property Crimes Division

- Auto Theft
- Auto Theft Task Force
- Burglary
- Court Liaison
- Elder Abuse Task Force
- Fraud
- Major Theft Offenders
- Pawn
- Surveillance

1133 Administrative Services Bureau

1133.1 Training Division

- **Southern Arizona Law Enforcement Training Center (SALETC)**
 - Basic Training
 - Field Training (FTO)
 - Post Basic
- **Advanced Training**
 - AOT
 - Proficiency

**TUCSON POLICE
DEPARTMENT
GENERAL ORDERS**



**VOLUME 1
GENERAL DEPARTMENT ORDERS**

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1100 DEPARTMENT ORGANIZATION
Issued May 2001

- TPD Special Programs

- PAG/ Volunteers/Police Officer Reserves

1133.2 Finance Section

- Budget and Accounting
- Grants
- Procurement

1133.3 Administrative Support Division

- **Administrative Resource Section**
 - Facilities Management
 - Fleet Control
 - Supply
- Information Deployment
- Station Security/City Court Security/Mayor & Council Security
- Records Section

1133.4 Human Resources Division

- **Employee Recruiting and Background Section**
 - Backgrounds
 - Recruiting
- Behavioral Sciences Unit (BSU)
- Payroll
- Personnel
- Safety Coordinator
- Web Development

1134 Field Services Bureau

- **Operations Division South (ODS)**
- **Operations Division West (ODW)**
 - (1) Force Commander
 - Graffiti Team
- **Operations Division Midtown (ODM)**
- **Operations Division East (ODE)**
 - (1) Force Commander
- **Operations Division Downtown (ODD)**
 - Prisoner Transport Unit (PTU)

**TUCSON POLICE
DEPARTMENT
GENERAL ORDERS**



**VOLUME 1
GENERAL DEPARTMENT ORDERS**

Revised: May 27, 2010

1100 DEPARTMENT ORGANIZATION
Issued May 2001

1135 Support Services Bureau

1135.1 Communications Division

- Dispatchers
- Police Service Operators (PSOs)
- Supervisors

1135.2 Specialized Response Division

- **Emergency Management & Homeland Security Section**
 - DHS Grant Management
 - Dignitary Protection
 - Disaster Planning
 - Intelligence
 - Rapid Response/Urban Search
- **Tactical Support Section**
 - Air Support Unit
 - EHDD/Bombs
 - Specialty Vehicle Unit
 - SWAT
 - Service Dog Unit
 - (2) Field Response Unit
- Hostage Negotiations

1135.3 Traffic Enforcement Division

- **Operations Section**
 - Motors T-1
 - Motors T-2
 - Motors T-3/CVE
 - Motors T-4
 - Motors T-5
- **Administrative/Investigations Section**
 - IDE Squad 1
 - IDE Squad 2
 - Impounds/Photo Enforcement/Alarms
 - Traffic Admin/Grants/ Liquor Enforcement
 - Traffic Investigations
- Special Duty Office/Special Event Support

**TUCSON POLICE
DEPARTMENT
GENERAL ORDERS**



**VOLUME 1
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1140 RANKS/CHAIN OF COMMAND RESPONSIBILITIES

1141 General [CALEA 11.2.2; 11.3.1 a, b; 12.1.2 d]

Ranking members are those personnel, sworn and non-sworn, having authority to administer and supervise the work of the various divisions, teams, sections, units, details and members of the Department. Non-sworn members shall have the same authority as sworn members in the same pay range, except as relating to the performance of, or review of, police duties. Each organizational component is under the direct command of only one supervisor.

The Chain of Command for sworn members of the Department is as follows in descending order:

- Chief of Police
- Deputy Chief of Police
- Assistant Chief of Police
- Captain
- Lieutenant
- Sergeant
- Officer/ Detective/ Marshal

The Chain of Command for non-sworn members of the Department is as follows in descending order:

- Chief of Police
- Deputy Chief of Police
- Assistant Chief of Police (Bureau Commander)
- Captain/Division Head
- Lieutenant/Section Head
- Sergeant/Supervisor
- Police Officer/Non-sworn Member

1142 Ranks of the Police Department [CALEA 1.2.1]

1142.1 Chief of Police [CALEA 12.1.1]

The Chief of Police is the head of the Department, as per Chapter X, Section 7, of the *Charter of the City of Tucson*, and reports directly to the City Manager. The Chief of Police may delegate or grant particular authority to members of the Department as may be necessary for the efficient administration of the Department. The Chief of Police has the ultimate responsibility for the preservation of life and property, preservation of law and order, investigation of crimes, suppression of vice, and enforcement of state laws and City ordinances. The Chief of Police shall provide advice to the City Manager, Mayor, and City Council on matters pertaining to the Police Department.

1142.2 Deputy Chief of Police [CALEA 12.1.2 a]

Holding the Civil Service rank of Lieutenant, a sworn member appointed by the Chief of Police as Deputy Chief of Police commands the Office of Professional Standards, acts as

**TUCSON POLICE
DEPARTMENT
GENERAL ORDERS**



**VOLUME 1
GENERAL DEPARTMENT ORDERS**

Revised: May 27, 2010

1100 DEPARTMENT ORGANIZATION
Issued May 2001

the Chief of Police in the absence or incapacitation of the Chief of Police and performs other duties as designated by the Chief of Police.

1142.3 Assistant Chief of Police [CALEA 12.1.2 a]

Holding the Civil Service rank of Lieutenant, a sworn member appointed by the Chief of Police as an Assistant Chief of Police heads one of the Department's Bureaus. An Assistant Chief may be appointed as Acting Chief of Police in the absence from the City or incapacity of the Chief of Police.

1142.4 Captain

Holding the Civil Service rank of Lieutenant, a sworn member appointed by the Chief of Police as Captain generally heads a Division within a Bureau of the Police Department.

1142.5 Lieutenant

A Civil Service rank, generally heading a Section within a Bureau or serving as a Patrol Commander in FSB.

1142.6 Sergeant

A Civil Service rank, generally functioning as a first-line supervisor.

1142.7 Detective [CALEA 42.1.4]

A Civil Service classification tasked with conducting follow-up investigation of crimes assigned to his/her unit or assigned by a supervisor. For rank purposes, Detectives are equivalent to Police Officers.

1142.8 Police Officer [CALEA 42.1.4]

A Civil Service rank responsible for handling general patrol functions, conducting preliminary investigations and providing basic police services.

1142.9 Marshal

A Civil Service peace officer position tasked with conducting City Court security, prisoner transportation to City Court and other activities as directed.

1143 Lines of Authority [CALEA 1.2.1]

1143.1 Unity of Command/Chain of Command [CALEA 11.2.1, 12.1.2 d]

The chain of command, descending from the Chief of Police and ascending from the lowest rank, shall be preserved. Members shall not bypass their appointed supervisors, except as set forth in these *General Orders*. Members shall not take matters directly to the Chief of Police or Bureau Commander unless it is a matter with which their supervisor

**TUCSON POLICE
DEPARTMENT
GENERAL ORDERS**



**VOLUME 1
GENERAL DEPARTMENT ORDERS**

Revised: May 27, 2010

1100 DEPARTMENT ORGANIZATION
Issued May 2001

has no official concern. If a member of the Department believes that an immediate supervisor has made an unfair decision, that member may request that the next higher supervisor in the chain of command review the matter. Members shall be accountable to only one supervisor at any given time. Members shall have access to their supervisor readily available.

1143.2 Emergency Command [CALEA 12.1.2 b, c]

In the event of an emergency necessitating immediate action under a single unified command, all personnel and equipment of the Department shall be under the command of the Chief of Police, or in the Chief's absence, a designated Assistant Chief of Police. For these purposes, an emergency is defined as any situation that calls for an immediate decision over and above ordinary and routine police activity, in which more than one division is involved. Incident Commanders shall have functional command of all members in situations requiring personnel from different functional units.

1143.3 Absence of Commanders [CALEA 11.3.1 b]

If a Commander finds it necessary to be absent, a ranking officer shall be designated to act in that capacity. Members who are directed to act in capacities above their ordinary or usual position shall, for the necessary time, possess the authority of that position and are accountable for the appropriate use of that authority.

1143.4 Seniority

When members are working together on the same assignment or detail and are of equal rank, seniority shall not be exercised except in an emergency or when an investigation or the Department is being compromised. All members shall strive to work together in harmony and in a spirit of cooperation rather than by authority of seniority.

Seniority is determined first by rank, second by aggregate time served in rank, and third by aggregate time served on the Department.

1143.5 Authority of Commanders

Division Commanders, Section Commanders and Section Heads may establish for their respective divisions or sections, written procedures that are not in conflict with Department policies and procedures, and that have been approved by their Bureau Commander. Division Commanders, Section Commanders or Section Heads may, for emergency purposes, issue orders in deviation from Department policies and procedures. Such orders shall remain in effect only for the length of time covering such emergencies.

1143.6 Authority of Supervisors [CALEA 11.3.1 a; 11.3.2]

Supervisors shall constantly direct their efforts toward the intelligent and efficient performance of the functions of the Department and possessing the authority to do so, shall require their subordinates to do the same. They shall not regularly perform the duties assigned to a subordinate when the subordinate is available. Supervisors shall be

**TUCSON POLICE
DEPARTMENT
GENERAL ORDERS**



**VOLUME 1
GENERAL DEPARTMENT ORDERS**

Revised: May 27, 2010

1100 DEPARTMENT ORGANIZATION
Issued May 2001

responsible for their own conduct and performance and for the conduct and performance of their subordinates. They shall investigate any misconduct or non-performance of duty that comes to their attention. When it is appropriate, supervisors will notify their superior or their supervisor of matters of concern.

Non-sworn employees shall not have tactical authority over sworn employees in the exercise of police power.

Supervisors may issue orders that deviate from existing orders in an emergency for the duration of the emergency. Supervisors shall immediately report to their superior any deviation from existing orders.

Supervisors shall ensure that subordinates complete all required duties and functions required of their positions. Supervisors shall be responsible for the evaluation, training and development of their subordinates. When a supervisor is absent, the supervisor shall designate a member of the next lower rank to act in that capacity. The member so designated shall have all the authority necessary to perform that assignment.

1143.7 Authority of Detectives and Police Officers [CALEA 42.1.4]

Detectives and Police Officers are responsible for carrying out the basic functions of the Department including protection of life and property, preservation of the public peace, prevention of crime, arrest of violators of the laws, and the proper enforcement of all laws and ordinances. They shall investigate all incidents assigned to them consistent with Department procedures.

1143.8 Orders [CALEA 12.1.3]

Members shall obey any lawful order of a superior including any order relayed from a superior by another member.

▪ **Issuing Orders**

Orders from a superior to a subordinate shall be in clear, understandable language, civil in tone and issued pursuant to Department business. No Commander or supervisor shall knowingly issue any order that is in violation of any law, ordinance or Department General Order, policy or procedure.

▪ **Unlawful, Unjust or Improper Orders**

Members are not required to obey any order that is contrary to law. Responsibility for refusal rests with members and they shall be required to justify their refusal. Members who are given orders that they believe to be unjust or contrary to Department *General Orders*, policies or procedures must first obey the order to the best of their ability, and then may appeal for relief. Members are required to report the receipt of unlawful or unjust orders to the Chief of Police through their chain of command.

**TUCSON POLICE
DEPARTMENT
GENERAL ORDERS**



**VOLUME 1
GENERAL DEPARTMENT ORDERS**

Revised: May 27, 2010

1100 DEPARTMENT ORGANIZATION
Issued May 2001

- **Conflicting Orders**

Orders may be countermanded, or conflicting orders issued, only when necessary for the good of the Department. Upon receipt of an order in conflict with a previous order or instruction, the member affected shall advise the person issuing the second order of the conflict. Responsibility for countermanding the original order or instruction rests with the individual issuing the second order. If so directed, the latter command shall be obeyed.

1150 OTHER POSITIONS/ASSIGNMENTS [CALEA 1.2.1]

1151 Lead Police Officer

Lead Police Officers (LPO) shall direct their efforts toward the accomplishment of squad, division, bureau and Department goals. LPOs shall act as an information resource to other officers, tactically assist or direct the activities of other officers, or be assigned special area situations, calls, or projects as directed by a supervisor. LPOs may be assigned to coordinate community policing activities within patrol beats. LPOs will normally be assigned to a beat, unless otherwise assigned by a Sergeant, and will be subject to the activities and responsibilities assigned to the beat.

Supervision is not a role of Lead Police Officers; Lead Officers shall not complete or review evaluations, citizen complaints, personnel investigations, nor authorize vacation, *etc.* The LPO position carries no inherent administrative supervisory authority. If designated by a supervisor, an LPO may assume such authority just as any other officer so designated. An LPO may choose to assume incident command, absent direction from a supervisor, at a crime or other scene. Lead Police Officers may request that officers be held over on a shift providing a supervisor is advised of the situation as soon as possible. LPOs have the same authority as a sergeant to request the Crime Scene Unit or any other specialized unit.

1152 Community Service Officers

Community Service Officers (CSOs) are non-sworn Department employees who are empowered to take certain enforcement action and to conduct such investigations or other duties as directed by the Chief of Police. Authority to conduct certain types of investigations and handle related enforcement matters is vested in CSOs under Tucson City Code.

CSOs shall not engage in enforcement of criminal laws. CSOs shall summon a sworn member any time they encounter a situation beyond the scope of their authority or training.

1153 Marshals

Tucson City Marshals are sworn peace officers commissioned under the authority of Arizona Peace Officer Standards & Training (AZPOST) Board. All Marshals are accountable to the Chief of Police. For purposes of rank structure, Marshals are considered line personnel who may be directed in the same fashion as a police officer.

Marshals will perform those duties assigned them and as specified in their unit policies. The Marshals' primary responsibility shall be the transport of prisoners from the Pima County Jail to

**TUCSON POLICE
DEPARTMENT
GENERAL ORDERS**



**VOLUME 1
GENERAL DEPARTMENT ORDERS**

Revised: May 27, 2010

1100 DEPARTMENT ORGANIZATION
Issued May 2001

criminal proceedings at Tucson City Court, and the transport of in custody persons or prisoners to the jail from City Court. When available to do so, the City Marshals shall assist field officers by providing support with warrant related issues.

Unless otherwise specifically directed by the Chief of Police or designee, Marshals shall not engage in any enforcement actions not assigned them under their unit policies.

Marshals shall attend all training as directed by their supervisors and commanders to maintain AZPOST certification.

1154 Reserve Police Officers [CALEA 1.2.2; 16.3.1]

Reserve Police Officers are unpaid sworn peace officers commissioned under the authority of AZPOST following a prescribed training program. Reserve Police Officers shall operate with the same authority as regular police officers except as is otherwise provided under law or Department *General Orders*. All Department rules apply to Reserve Officers (except where by their nature they would be inapplicable or inappropriate.)

Reserve Officers shall refrain from taking any police action while not on active duty, except as otherwise allowed for any private citizen. Exceptions to this rule are permissible only when life or property are seriously jeopardized, or when such action is necessary to aid a regularly commissioned police officer. The Reserve badge and identification card may be carried while the Reserve Officer is not on duty.

Reserve Police Officers will perform those duties assigned them and shall adhere to the policies established for the reserve program.

Reserve Officers are covered under the City of Tucson Worker's Compensation Fund while on duty based upon a starting police officer's salary.

Reserve Police Officers are not City employees and therefore are not covered by any City Civil Service rules, rights or procedures, and serve at the will and pleasure of the Chief of Police. Reserve Officers may be dismissed from service with or without cause at the discretion of the Chief of Police.

1155 Department Historian

The Department Historian shall be appointed by the Chief of Police or designee and report directly to the Chief of Staff. The Historian may be an active or retired member as determined by the Chief of Police. The Department Historian shall be responsible for the coordination, inventory and audit of all existing artifacts as well as the display of those artifacts in the Department's display cases. Due to the potential historical and financial value of Departmental artifacts strict inventory controls shall be utilized.

The Historian shall also proactively seek, identify and obtain Department artifacts, equipment, documents and other items that might have historical significance and possess public interest in the culture and history of the Department.

**TUCSON POLICE
DEPARTMENT
GENERAL ORDERS**



**VOLUME 1
GENERAL DEPARTMENT ORDERS**

Revised: May 27, 2010

1100 DEPARTMENT ORGANIZATION
Issued May 2001

1160 VOLUNTEERS [CALEA 16.4.1; 16.4.2; 16.4.3]

The Police Department utilizes unpaid volunteers in a variety of roles throughout the agency. Department volunteers are subject to all rules of the agency as may be appropriate to their function and to the specific rules created for the program. The Volunteer Program is administered and coordinated through the Department's Training Division. The Training Division Commander is responsible for the creation and promulgation of suitable rules and policies for volunteer members serving the agency.